



(Changes are in **bold, underlined and italicized text** in order to enable vendors to quickly recognize changes in paragraphs and/or wording).

## **ADDENDUM #2**

RFP-2021-DLTSS-03-DESIG

Designated Receiving Facility for Developmental Services

On November 18, 2020, the New Hampshire Department of Health and Human Services published a Request for Designated Receiving Facility for Developmental Services, soliciting proposals for the operation of a Designated Receiving Facility (DRF) for developmental services located in New Hampshire to meet the requirements of Revised Statutes Annotated (RSA) 171-A:20 and 171-B:12, and New Hampshire Administrative Rule He-M 526, Designation of Receiving Facilities for Developmental Services.

**The Department is publishing this addendum to:**

**1. Modify Section 4.2.2 to read:**

**4.2.2** The Department requires the vendor to submit a cost proposal for **start-up costs and for operational costs for six (6) beds.**

**2. Add Section 4.2.2.3 to read:**

**4.2.2.3** **Start-up costs should include those costs associated with implementing/preparing the DRF to become operational and begin serving individuals on July 1, 2021. Such costs must be specifically detailed in Appendix D as required by Section 4.3 below. Start-up costs will be evaluated in accordance with Section 4.3 below.**

**3. Add Section 4.2.2.4 to read:**

**4.2.2.4** **Start-up costs are considered as one-time costs you anticipate that will not be incurred on an ongoing basis to enable the Proposer to implement/prepare the DRF to become operational and begin serving individuals on July 1, 2021. DHHS anticipates that such initial start-up costs may include, but not be limited to, the following: hiring and training program managers, staff, and clinicians, and the purchase of security equipment. Additionally, start-up costs may be required to bridge funding until the Proposer begins to serve clients and receive associated payments.**



4. Add Section 4.2.2.5 to read:

4.2.2.5 *Room and board expenses generally include, but are not limited to, rent, utilities, and food. The Proposer should clearly articulate in their proposal the costs you consider to be room and board.*

5. Delete Section 4, Finance, Paragraph 4.2.4.

6. Modify Section 4. Finance, Paragraph 4.3.2 to read:

4.3.2 *Proposers must provide a Budget Narrative that explains the specific line item costs for the start-up and operation of the DRF, included in the Appendix D, Budget Sheet and their direct relationship to meeting the objectives of this RFP.* The Budget Narrative must explain how each position included in Appendix E, Program Staff List pertains to the proposal and what activities they will perform. Proposers must include a separate section about their vacant bed approach/model (See Section 4.2.2.2 above.)

7. Delete Appendix D, Budget Sheet, and replace Appendix D, Budget Sheet version 12/18/2020.